

Participant Roles in our BUCC Sunday Worship

Each Sunday, as we gather together, several people participate in a variety of roles to make our Worship Service an enjoyable experience for all:

- Greeter
- Counter
- Usher
- Early and Late Ushers – two people (formerly Head Usher)
- Acolyte
- Peace Candle
- A/V and Sound
- Snacks
- Setup
- Clean Up
- Snow Herder

We welcome anyone to volunteer to serve in one or more of these roles. Read the detailed descriptions below, or download the printer-friendly version: BUCC Participant Positions Sept-2021

Signing up for these roles should be a “Breeze”. Download our [Breeze Signup – Instructions](#)

GREETER

One person who arrives 15 minutes prior to the start of service, the primary role of the Greeter is to do exactly that – greet people as they enter the church.

The Greeter is more than just the person who stands in the back lobby, or the first face someone sees as they enter the church. Your smile and handshake (as appropriate) set the tone for visitors and members alike. For some visitors, this could be the first time they have set foot in a church for a long time – your smile and kind greeting might be the very thing that someone needs the most, enabling them to finally breathe easy in a church setting.

Although it is a straightforward role, most first-time greeters enjoy serving (at least once) on a team with an experienced Greeter. If this sounds like something you would enjoy, please either sign up on Breeze, or contact David Pastor.

COUNTER

One or two people who count donations after the service. This process takes 20-30 minutes.

The purpose of the Counter is to provide accurate, consistent, confidential, and timely processing of all donations collected during the service. If you are comfortable working with numbers, and able to stay after the service has ended, this is the spot for you!

Persons who are new to the Counter role should be asked to be partnered with an experienced Counter the first time. All procedures are outlined in a separate document. If this sounds like something you would like to do, please either sign up on Breeze, or contact David Pastor.

USHER

A team of four people who arrive 15 minutes prior to the start of the service and assist during the service.

Our Ushers are one of the most visible ministries in the church. The Ushers are a continuation of the “extravagant welcome” started by the Greeter(s). Duties include making people feel welcome at church, ensuring that all attendees have a program, assisting with seating when needed, collecting offerings, assisting with the distribution of communion, and maintaining a safe environment. Ushers are always welcome to help tidy up the sanctuary after the service.

Ushers work together, and there is always a pair Early/Late Ushers (formerly called Head Usher) to look to for guidance so that those newest to the role never need to worry about doing it wrong. It is a very fulfilling role that promotes a feeling of connection, acceptance, and support within the BUCC community. If this is something you would like to try, please either sign up on Breeze or contact David Pastor.

EARLY USHER and LATE USHER (two people)

Two roles for ideally two experienced people who ensure that everything is setup and that the overall service runs smoothly. The Early Usher arrives typically arrive 30 – 45 minutes prior to the service. The Late Usher stays through coffee hour to ensure the church buildings are closed properly.

The Early and Late Usher team is key to the overall smooth and efficient operation of all aspects of the service – from unlocking doors, to supporting participants, to dealing with any unusual circumstance that can and does arise.

The responsibilities start with making sure that the building is open. In most cases, the Pastor or Music Director has done this already. The Early Usher checks that the doors are unlocked, and turning on lights, setting up the narthex, etc if needed. As the time for the service approaches, they ensure all the volunteer participants are present and have what they need, occasionally finding volunteers among the attendees to fill any participant gaps.

After the service, the Late Usher ensures that the sanctuary is tidy and ready for the next use, turns off all lights, lock all doors, etc.

See the [Usher Responsibilities EARLY and LATE](#) instructions and checklist for more details. There is a copy in the one of the drawers in the Narthex.

If you are ready to take on this role, please either sign up on Breeze, or contact David Pastor.

The Spiritual Life Ministry has put together this informative video on the former Head Usher role. It follows one of our Head Ushers through their responsibilities: before, during and after the service. This video shows how to do the different activities. However, now they are split between the Early and Late Ushers. Please check out the [Head Usher Training video](#) on our Facebook Group (You have to be a member of the group to see the video.)

ACOLYTE

One person, typically an older child (although anyone can do it), who arrives 10 minutes prior to the start of the service.

The Acolyte's duty is to light the candles on either side of the altar table, during the Opening Hymn. Accompanied by the carrier of the Peace Candle, they signal the beginning of worship. During the final hymn they put out the altar candles. If this sounds like something you or your child would enjoy, please either sign up on Breeze or contact David Pastor.

PEACE CANDLE

One person, typically a younger child (although anyone can do it), who arrives 10 minutes prior to the start of the service.

The role of Peace Candle is to carry the light and love of Jesus (as represented by the lit candle) into the sanctuary during the Opening Hymn and then to carry it back out into the world during the Closing Hymn. If this sounds like something you or your child would enjoy, please either sign up on Breeze or contact David Pastor.

SOUND, A/V, Streaming

One or two people, who arrive 20 minutes prior to the start of service.

The role of the Sound and Audio/Visual crew is to ensure that we can all hear the service by setting up the microphones and running the sound system, adjusting controls for quality sound. In addition, they are responsible for managing our live-stream broadcast of the service over YouTube.

Complete training is provided. please either sign up on Breeze or contact Tim Wallis at: TimW076@gmail.com

SETUP

Prepare coffee and hot water pots, as well as the snack table in Pilgrim Hall prior to Sunday service.

SNACKS

Provide a set of tasty treats for the members and guests after Sunday services.

CLEAN UP

Put snacks away, empty coffee and hot water pots, leaving Pilgrim Hall and the Kitchen ready for the next event.

SNOW HERDER

Ensure that the entrance way and other major traffic areas are clear of snow prior to the Sunday Service.